

DELEGATIONS OF AUTHORITY
Assignment to First Duty Station - Non-FTE Persons
Relocation Travel and Related Services

Explanation of Material Transmitted: This new delegation is issued to address the relocation of Non-FTE Persons. It is separate from Travel #6, which addresses the relocation of FTE Persons.

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Authority Delegated

To authorize and approve transportation and travel-related services of non-FTE persons, i.e., Visiting Fellows, IRTAs, CRTAs, and Special Volunteers in connection with their relocation as a new assignee to the first duty station.

To Whom Delegated

Area of Authority

Deputy Director	NIH
Deputy Director for Management	NIH
IC Directors/Deputy Directors/ Executive Officers	Respective Area
IC Scientific Directors	Respective Area
OD Executive Officer	OD with the exception of ORS
Associate Director for Research Services	ORS

Limitations/Guidance

1. The authority for this type of travel shall be contingent upon the prior issuance of a properly signed Fellowship/Training Agreement form, e.g., Visiting Fellow - Form 829-2 "Request for Visiting Fellow Award".

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2. The authority delegated above must be exercised in accordance with all applicable regulations and NIH policies and procedures.
3. Reimbursement offered and accepted is not to exceed (a) the currently set levels for each calendar day or fraction thereof in travel status for actual expense allowance subsistence within the boundaries of the continental United States or (b) the sum of the maximum per diem allowance plus the currently set allowance for travel outside the boundaries of the continental United States.
4. As a matter of Departmental policy, no official may authorize or approve his or her own travel. All redelegations must be in writing. A copy of the redelegation must be retained by the official making the delegation and by the incumbent of the position to whom the redelegation is made. A copy of the redelegation must also be sent to the respective administrative office.
5. Use of noncontract air carriers and use of foreign air carriers is subject to Delegation of Authority, Travel No. 14 (10/17/02), and GSA Federal Travel Regulations, 41 CFR 301-10.107-108 and 301-10.131-143; 5 U.S.C. 5701 et seq.
6. At the discretion of the IC, an assignee and his or her dependents may be authorized up to \$3,000 to cover the costs of transportation, per diem, shipment of household goods, and temporary storage, from the point of departure/origin to the NIH. These are the only allowances that may be authorized.

Redelegation

This authority may be redelegated to the Senior Administrative Officer or equivalent level without further redelegation.

Citations

1. 5 U.S.C. 302, 5701.
2. 42 U.S.C. 203, 216, 281.
3. NIH Manual 1500, Chapter 10 (1/23/03).
4. 42 CFR Part 61, Subpart A; 42 CFR Part 63; 45 CFR Part 57.

NIH MANUAL 1130, Travel #6B

DATE:

ISSUING OFFICE: OFM 435-2927

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5. Travel Expense Act of 1949, as amended (5 U.S.C. 5701 et seq.).
6. Memorandum to Heads of Operating Divisions from the Deputy Assistant Secretary, Finance, OS, dated March 6, 1996, entitled: Delegations of Authority.
7. Secretary's Reorganization Order of September 25, 1995 (60 FR 51480 (October 2, 1995)).

/s/

Elias A. Zerhouni, M.D.
Director, NIH

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